Creating a Wiki in PB Works

# Step 1: Setting Up an Account

* Go to <http://pbworks.com/> .
* In the top right hand corner choose **Sign Up**
* Choose the Basic Free Plan
* Choose “No Thanks, just create my basic edition work space. “

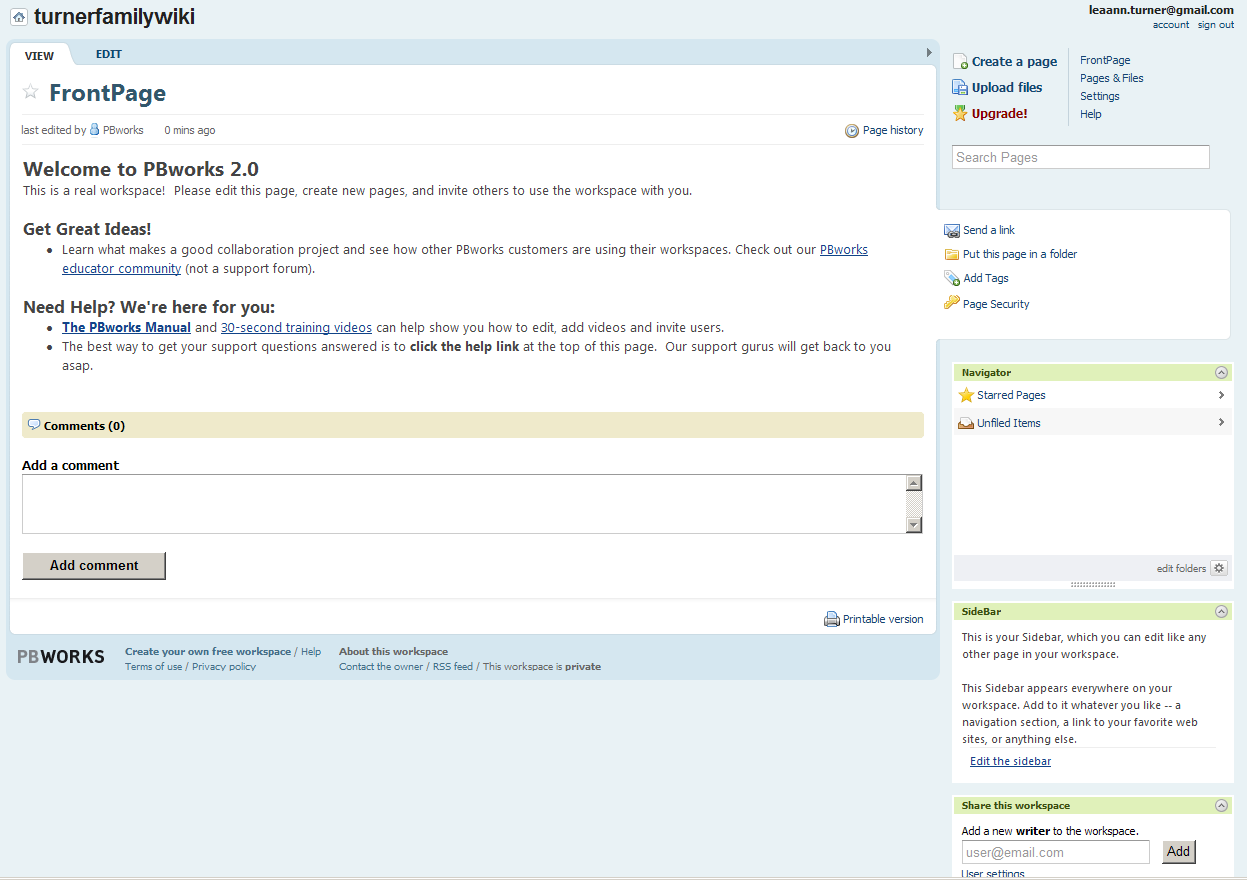
# Step 2: The Sign Up Process

* Choose your address. You can make a wiki that has a URL that reflects your purpose for the wiki.
* Fill in the rest of the information.
* Choose Next
* Go check your e-mail for the verification of your account.

# Step 3: The Settings

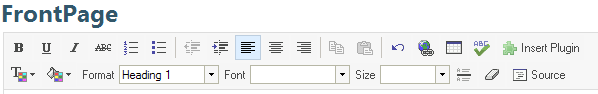
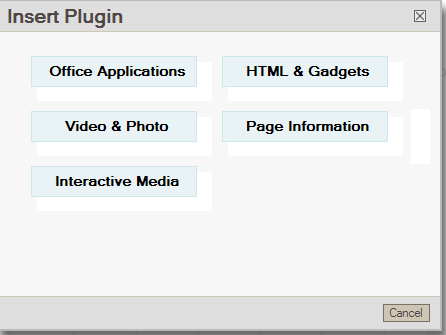
* Choose how you want your account to be visible to others.
* Choose who you want to be able to edit the account. (Accounts are super simple to set up when needed).
* Don’t forget to agree to the terms of service.
* Go to your workspace.

# Step 4: The Workspace



# Edit Page

* Editing looks much like a Word Processor and can be treated just like Word.
* A major difference in the editing is that you can insert Plug-Ins such as video or PowerPoint presentations.



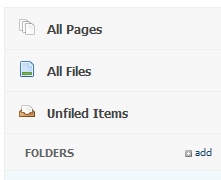
# Adding Images and Files

* In Edit Mode, choose Add Images and Files.
* Choose Upload File and browse to find your file.
* Double Click to Add your File
* You can also create a new page in this view.

# Changing Settings

* Choose settings on the top left corner.
* In this view you may
  + change colors
  + add users and accounts
  + create notifications and RSS feeds

# Navigator

* On the Navigator box on the right hand side, choose Edit Folders
* On the left hand side of the open box, choose Add a Folder and Name Your Folder.
* Move your desired pages into the new folder. This will create a navigation option for your pages.

# Edit Sidebar

* Choose Edit Sidebar underneath the Sidebar box to personalize your sidebar.

# Create a Page

* To add new pages to your wiki, just choose create a page in the top right corner.
* If you add it to your Folder in your navigator box, you will be able to navigate between pages easily.

# Creating Multiple Wikis on My Account

* You may also set up new wikis with your account.
* Choose Account in the very top right corner.
* Choose the Home Tab.
* Choose create new workspace. You will go through the same process as above to create a new wiki under the same account.